

HUMAN RESOURCES DIRECTOR - 1220

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional and administrative work managing the city's human resources program. Work is performed under general supervision. Supervision is exercised over all department personnel.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, managing, supervising and implementing the human resources, and safety programs; coordinating and managing benefit programs; coordinating recruitment, testing, selection, hiring, and training programs.

Administers and supervises the activities of the Human Resources Department, including wage and salary administration, training, testing, and selection, employee relations, safety, loss control, and employee health programs;

Assists and advises the City Manager and other top management officials on personnel related matters;

Develops, interprets, and implements personnel policies and procedures;

Assists in the preparation of the operating budget;

Administers the pay and classification plan, safety program and benefits program;

Assists departments in the interviewing of applicants, appraising their qualifications, and recommending qualified candidates for employment;

Oversees the processing and maintenance of personnel records and files;

Counsels employees with problems and concerns;

Administers the workers' compensation and safety programs;

Advises employees on personnel policies and programs;

Reviews and signs-off on all personnel actions; advises City Manager of inconsistencies in personnel practices or policy applications;

Prepares a variety of periodic and special reports; recommends benefit and personnel policy changes;

Coordinates the employee performance evaluation system;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the philosophy, principles and practices of public personnel administration such as the accepted methods and practices of classification and pay, testing, selection, and affirmative action; thorough knowledge of governmental organization and administration; thorough knowledge of employee safety and training procedures and programs; ability to present ideas effectively, either orally or in written form; ability to establish and maintain effective working relationships with associates and the general public; ability to conduct detailed analytical evaluations and studies; ability to prepare related reports and recommendations.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major work in personnel management or related field and extensive professional experience in the area of public personnel management.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of North Carolina. Notary Public.